

2021-2022 Adapted Spending Guidelines

As student clubs and organization begin to return to more in-person student engagement, Student Government has continued to temporarily suspend the Student Club and Organization Funding guidelines within its bylaws and developed these adapted guidelines to support student clubs and organizations.

These adapted spending guidelines will be in place for the 2021-2022 academic year under the expectation that they may be revised and adjusted as deemed appropriate by Student Government. The University of Scranton Student Government will continue to fund the following items for the 2021-2022 academic year:

1. Programs and/or projects that are educational in nature and benefit the undergraduate student body of The University of Scranton.
2. Social events open to the entire University community.
3. Travel expenses necessary for intercollegiate events, conferences, and club trips.
4. Equipment and clothing only when an organization can demonstrate a programmatic need for such items (these items must remain with the organization and not become the property of individuals).
5. National/Regional/Local conferences

To assist student clubs and organizations in their efforts to transition back to in-person opportunities for student engagement (meetings, events, etc.), the following items may also be eligible for funding through a club's Student Government allocation:

1. Select items at events for individual students as a part of a program or event:
 - a. Clubs and organizations may be permitted to distribute items that may become individual property if they are created or earned by a participant as a part of a program or event.
 - b. Item requests must still meet the requirement that the event is open to the entire University community. Item requests cannot be made for individual club meetings or board meetings.
 - c. Examples of acceptable items or program ideas include events where participants can make their own succulent garden, tie-dye a t-shirt, gift card prize for a contest, or create a plush toy.
2. Select pre-packed or wrapped food items as part of a program or event:
 - a. Food items must be entirely pre-packaged or wrapped by an external provider, such as the company that distributes the food item itself. Students cannot personally wrap, box, separate, or contain purchased food items to give out to other students.
 - b. Food item requests must still meet the requirement that the event is open to the entire University community. Food item requests cannot be made for individual club meetings or board meetings.
 - c. Examples of acceptable food requests include bags of chips, pre-packaged desserts, granola bars, etc.

Requests for funding can be submitted in the "Clubs and Organizations Spending Request Form" on ROYALSYNC. Additional information or a meeting with the Student Government Treasurer and/or Center for Student Engagement may be required.

All student clubs and organizations events and activities planned for the 2021-2022 academic year must be in accordance with the [Royals Back Together](#) plan. While in-person events and activities are permitted for the 2021-2022 academic year, clubs and organizations should outline in their event planning how they will maintain compliance with the Royals Back Together plan, especially with regard to masking and social distancing (for unvaccinated members of the community with approved exemptions, etc.). Please email sgtreasurer@scranton.edu with any additional questions.